

Events, Festivals, Arts and Cultural Grants application form 2024-2025

Form Preview

Guidelines and Eligibility Criteria

Purpose

The purpose of this grant program is to provide support to local not-for-profit organisations, community groups, artists and educational institutions seeking financial support for events, festivals, public arts and cultural projects.

How Much Can You Apply For?

Applicants may apply for up to \$3,000 per event, festival, public arts, and cultural project. The City of Holdfast Bay has allocated \$20,000 per financial year to the Events, Festivals, Public Arts and Cultural Grants program. Funds will be available until exhausted.

Guidelines

Eligibility Criteria

- Open to individuals, organisations and incorporated associations
- Schools and early learning centres are eligible to apply if the initiative has an identified benefit to the wider community outside of the school environment.

Assessment criteria

- Alignment to City of Holdfast Bay Our Holdfast 2050+ strategic plan
- Strengthening a sense of community belonging and pride
- Enhancing community participation
- Contribute to the vibrancy of the public realm
- Celebrate creative expression and strengthen community connections
- Fostering social and cultural diversity
- Stimulating the local economy and promoting the Holdfast Bay council region as a tourism destination
- Matched or additional funding towards the project will be looked upon favourably
- Minimal environmental impact as well as minimal adverse impact on residents

Eligible expenditure

Expenditure must be directly related to the proposed activity and may include:

- Advertising and printing costs
- Artist and contractor fees
- Equipment hire
- Consumables
- Event registration fees
- Council fees and charges
- Insurance.

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Council may at its discretion request quotes or other documentary evidence supporting the amount requested.

Ineligible projects and expenditure

- Activities that have already commenced
- Groups/organisations/individuals with outstanding acquittals from previous Council grants
- Activities that will take place outside of the City of Holdfast Bay Council boundary
- Fundraising or sponsorship
- Salaries or wages
- Travel costs
- Education or conference costs
- Political activity, proselytising, or lobby groups
- Ongoing expenses not directly related to the event, festival or public art or cultural activity
- A purpose were core funding rests with state or federal government
- Activities already receiving financial support from Council.

Grant Application Process

1. **Announcement:** The City of Holdfast Bay will announce the availability of grants for events, festivals, public arts, and cultural projects through our public facing website and social media platforms.
2. **Application Form:** Applicants must complete the designated 'Smarty Grants' application form, which will be made accessible via our public facing website and/or available for pick-up at the Jetty Road, Brighton, Civic Centre.
3. **Submission Deadline:** Grants will open each financial year and will be available until funds are exhausted. It is expected that grants will be for activities taking place in the financial year of application, however funding for activities that commence in one financial year but are not completed until the following financial year will be considered.
4. **Application Review:** A review comprising representatives from relevant departments or stakeholders will assess grant applications based on predetermined criteria, including alignment with the council's strategic objectives, potential community impact, feasibility, and budgetary considerations.
5. **Notification:** Applicants will be notified of the outcome of their grant application within a four-week timeframe following the review process. Successful applicants will receive either approval of the grant or in some cases, a grant agreement, outlining the terms and conditions of funding.
6. **Disbursement:** Upon acceptance of the grant approval/agreement, funds will be disbursed to successful applicants in accordance with the agreed-upon schedule and payment terms.

Reporting and accountability

1. **Monitoring:** Depending on the type of grant, recipients of grants may be required to adhere to the terms and conditions outlined in the grant approval/agreement. The City of Holdfast Bay may conduct periodic monitoring to assess the progress and impact of funded projects.

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2. **Reporting:** If required, grant recipients must submit regular progress reports detailing project milestones, expenditures, and outcomes as specified in the grant agreement.
3. **Acknowledgement:** The Council is to be acknowledged as a supporter of the activity on all publicity and promotional activity (where applicable).
4. **Evaluation:** Upon project completion, grant recipients are expected to submit a final report summarising the achievements, challenges, and lessons learned. Evaluation findings will inform future grant allocation decisions.
5. **Acquittal:** Projects must be completed, and funding acquitted within 12 months, unless an extension is approved in writing. Any funding that has not been acquitted within the allocated timeframe without prior approval will make that group or organisation ineligible for any future funding in any grant category.

Enquiries

For enquiries regarding the events, festivals, public arts, and cultural grants program, applicants may contact the City Activation Business Unit within the City of Holdfast Bay for assistance and clarification on (08) 8299 9999 or mail@holdfast.sa.gov.au.

Definitions

Events: Organised gatherings or activities with a specific purpose, such as concerts, exhibitions, workshops, and performances.

Festivals: Celebratory gatherings typically centred around a theme or cultural significance, involving various activities and attractions.

Public Arts: Creative expressions and endeavours encompassing visual arts, such as performing arts, sculptural works, paste ups, multimedia projections or mural artworks.

Cultural Grants: Exhibitions, performances multimedia projects, multicultural projects or programs and arts initiatives that celebrate and contribute to a vibrant cultural, artistic and multicultural city.

Before you apply

Grant Eligibility: 2024-25

Public art projects: applications are invited for projects to be completed in the 2024-25 financial year. Please ensure you have discussed your project with the Arts and Culture Coordinator mail@holdfast.sa.gov.au prior to submitting an application.

Events and festivals: there are conditions on eligibility for events planned for the 2024-25 season. To ensure your event is eligible, please contact events@holdfast.gov.au before applying.

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Applicant Details

* indicates a required field

Applicant *

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Applicant Primary Address

Address

<input type="text"/>
<input type="text"/>

Applicant Primary Phone Number *

Must be an Australian phone number.

Applicant Primary Email *

Must be an email address.

Applicant Primary Website

Must be a URL.

Applicant Postal Address

Address

<input type="text"/>
<input type="text"/>

What are the primary activities of your group or organisation, or for an individual artist, please provide a brief artist bio: *

Word count:

Are you or your organisation registered for GST? *

☐ Yes ☐ No

Are you an incorporated body? *

☐ Yes
☐ No

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ABN

Do you or your organisation have an ABN? *

- ☐ Yes
☐ No

ABN Look Up

Applicant ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Admin Contact Details

Applicant Admin Contact *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Applicant Admin Contact Primary Address

Address

<input type="text"/>
<input type="text"/>

Applicant Admin Contact Primary Phone Number *

Must be an Australian phone number.

Applicant Admin Contact Primary Email *

Must be an email address.

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Application

* indicates a required field

Project Description

What type of Events, Festivals, Arts and Cultural Grants project are you applying for? *

- ☐ Events
- ☐ Festivals
- ☐ Public Arts
- ☐ Cultural Grants

Project Title *

Short description of event, project or artwork: *

Provide a short description (100 words recommended) of your project - what are you out to do?

Start Date *

Must be a date.

End Date

Must be a date.

What are the benefits of your project to the Holdfast Bay community? *

Describe the specific issue or need you want to address (200 words recommended)

How do you plan to undertake the project? *

Briefly list (bullet points) the specific activities that will take place and where they will take place (200 words recommended)

How will you promote your project in the community? *

What are the expected outcomes of the project? *

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Describe three things you want the project to achieve in terms of benefits for participants and/or others (200 words recommended)

How will you know if these outcomes have been achieved? *

Describe three changes you will see if the expected outcomes of the project occur (150 words recommended)

How will Council's contribution be acknowledged? *

How many people will benefit from your project?

In Total:

Holdfast Bay Community:

Must be a number.	Must be a number.

Partners

Will the project be carried out in partnership with any other groups, organisations or individuals?

Partner

Role

Budget

Org/Indiv In- Kind	\$	Org/Indiv Monetary	\$	Council Contribution	\$
	\$		\$		\$
	\$		\$		\$
	\$		\$		\$
	\$		\$		\$
	\$		\$		\$
	\$		\$		\$
	\$		\$		\$
	\$		\$		\$
					Must be a dollar amount.

Budget Totals

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** Please note – The grand total should be the total of the Council Contribution, Organisation In-Kind Contribution and Organisation Monetary Contribution. In-Kind' artist fees hours are to be calculated at \$40 an hour as per the National Association for the Visual Arts Fee and Wages document.

Total Org/Indiv Contribution

\$

This number/amount is calculated.

Could your project proceed if only partial funding is received?

☐ Yes

☐ No

Total Requested Council Contribution

\$

This number/amount is calculated.

What is the total financial support you are requesting in this application?

Total Project Cost

\$

This number/amount is calculated.

What is the total budgeted cost (dollars) of your project?

Transfer of Funds

Applicant Primary Bank Account *

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

Strategic Links and Supporting Documentation

* indicates a required field

Strategic Links

View the City of Holdfast Bay's [Strategy and Plans](#)

Please select which strategy/plan your project aligns with (select all that apply)

- ☐ Our Holdfast 2050+
- ☐ Arts & Culture Strategy 2019-2024
- ☐ Events Strategy 2021-2025
- ☐ Other:

Please explain how your project aligns with the strategies/plans selected above: *

Word count:

Maximum of 400 words.

Supporting Documentation

Public Arts grants must include at least one concept drawing and site plan if applicable.

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Support Letter

Attach a file:

From a governing body or supporting organisation.

Signed letter on behalf on auspicing body

Attach a file:

If your application is being auspiced by another incorporated body.

Relevant support material

Attach a file:

Such as concept drawings, site plans, key artists resumes or links to websites

Risk management assessment

Attach a file:

Preliminary risk management assessment

Permissions to use a site or venue

Attach a file:

Written evidence of permissions to use a site or venue which is privately owned

Application Finalisation

* indicates a required field

Terms and Conditions

If the grant is successful I agree to the following:

- Complete the project within the same financial year of receiving the funding.
- Use the funds only for the approved project as outlined in this application.
- Apply in writing for Council approval for any changes to the project expenditure.
- Obtain Council consent for any facility improvements.
- Acknowledge the City of Holdfast Bay in any publications or publicity regarding the project.
- Complete the online Acquittal Form within one month of your project finishing.
- Provide Council with an electronic photograph in relation to the spending of the funds.
- Council reserves the right to publish the organisation's name on the City of Holdfast Bay website.

Declaration

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I hereby certify that I have been authorised to prepare and submit this application on behalf of this organisation and that the information provided in this application is true and correct to the best of my knowledge. I declare I have read and agree to the terms and conditions of this donation agreement.

*

- ☐ Yes
- ☐ No

Your Name *

Date *

Must be a date.